

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 13-76

OPEN TO:	All Interested Applicants	OPENING DATE:	May 2, 2013
POSITION:	Consular Investigations Assistant, FSN-8, FP-06*	CLOSING DATE:	May 15, 2013
POSITION NO:	K-30508		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary) (Position Grade: FP-06 to be confirmed by Washington) *Ordinarily Resident: Rs.972,477 p.a. (Starting salary) (Position Grade: FSN-8)		

NOTE1: *The successful candidate may be hired at developmental level (FSN-7) for a year so that the incumbent may be trained to apply his /her knowledge, skills, and abilities towards specific procedures, programs, and policies related to the position.*

NOTE2: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking an individual for the position of Consular Investigations Assistant in the Consular Section.

BASIC FUNCTION OF POSITION

The incumbent performs complex analysis of fraud patterns and trends, and investigates individual cases of suspected fraud to their conclusion, both by fact-checking information presented by applicants and through independent investigation. Beyond the individual cases, fraud analysis will entail the use of specialized systems, databases, and search functions unique to Consular work in order to identify broader fraud schemes or connections between multiple cases at this post and other Consular posts around the world. The incumbent coordinates and cooperates with other posts or U.S. Government departments/agencies, as well as host government officials, in order to perform investigations and other duties. S/he will perform administrative work related to consular investigations, including maintaining all records and drafting reports of findings. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. EDUCATION: Completion of twelve years of education is required.

2. EXPERIENCE: Two years of investigative experience in a professional capacity is required.

3. LANGUAGE: Level III (good working knowledge) Speaking/Reading/Writing of English and Level IV (fluent) Reading/Writing/Speaking of Urdu are required. Language skills may be tested.

4. KNOWLEDGE: The job holder needs to have a good knowledge of local educational programs and certificates and knowledge of requirements for various professional fields. The incumbent must develop a good working knowledge of the Consular Section's internal work procedures.

5. ABILITIES & SKILLS: The incumbent must have good oral and written communication skills to deal with customers and prepare substantive official correspondence and reports. Customer service skills are required to deal appropriately with visa applicants and working-level host government contacts. The ability to discern and protect private or significantly sensitive information is required. Strong organizational skills to maintain accurate records; the ability to utilize the suite of Microsoft Office programs; good data entry skills; and an ability to use specialized web based software are required.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov. Vacancy Announcement Number (e.g. 13-XX) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with DS-174 form at this stage, you will be advised when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 15, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.